

# UNITED STATES DISTRICT COURT DISTRICT OF MAINE

## ***Case Management / Electronic Case Files***

The District Court is in the process of implementing a new case management and electronic case files system. The system, known as CM/ECF, will provide the court with updated and enhanced case management tools, the capability to store court documents in electronic format and the ability to accept electronic filings. Once CM/ECF is fully implemented attorneys will be able to file and retrieve documents 24 hours a day from any location directly with the court over the Internet.

The CM/ECF system uses standard computer hardware, an Internet connection and a browser, and accepts documents in Portable Document Format (PDF). The system is easy to use - filers prepare a document using conventional word processing software, then convert it to PDF. After logging onto the court's web site with a court-issued password, the filer fills out several screens with information that serves as the basis for the docket entry, attaches the document and submits it to the court. A notice verifying court receipt is automatically generated and sent by email to the filer. All other parties in the case also receive email notification of the filing.

There are no added fees for filing documents over the Internet using CM/ECF; existing document filing fees do apply. Electronic access to court data is available through the Public Access to Court Electronic records (PACER) program at a current rate of \$.07 per page. Litigants receive one free copy of documents filed electronically in their cases; additional copies are available to attorneys and the general public for viewing or downloading at seven cents per page. Directed by Congress to fund electronic access through user fees, the judiciary has set the fee at the lowest possible level sufficient to recoup program costs.

Additional information about CM/ECF, including training and other resources, will be provided by the Clerk's Office during the winter and spring 2003.

